

## Objective Arts Roles Summary

**Office Assistants (OA):** For all clients and staff open in the Reporting Unit (RU), the **OA** is able to:

- Create and edit user accounts
- View organizational details
- View client Information
- Temporarily open a closed client to the RU for late CANS-SB entry
- Create, view and print TCOM assessments for program's clinical staff
- Edit TCOM assessments that have not yet been submitted for approval
- View, print and extract data reports and files.

**Clinical Staff (CS):** For the clients open in the RU to whom the clinical staff is assigned, the **CS** is able to:

- Create, edit and view TCOM assessments
- View and print client assessments
- View, print and extract data reports and files

**Supervisor (SU):** This role is for Clinical Supervisors only (must not include clerical/administrative support staff)

For clients and staff in the RU for which they are assigned, the **SU** is able to:

- Complete all actions of the OA and CS roles, **and**
- Approve/Reject and Edit TCOM assessments that have not yet been approved
- View, print and extract data reports and files that incorporate multiple staff

**Clinical Admin (CA):** For clients and staff in the RU for which they are assigned, the **CA** is able to:

- Complete all actions of Supervisor, **and**
- Edit approved TCOM assessments

**Non-Clinical Admin (NCA):** For clients and staff in the RU for which they are assigned, **NCA** is able to:

- Complete all actions of Clinical Administrator, **except**
- Create, edit and approve TCOM assessments

**Domain Clinical Admin (DCA):** For clients and staff in the RU for which they are assigned, **DCA** is able to:

- Complete all actions of Clinical Admin, **and**
- Delete TCOM assessments

*Note: The following role is **assigned only to DBH administrative staff with the responsibility of contracted program oversight**. The setup for this role can only be completed by DBH OA Super Users (not SMEs). Please have the program's OA SME contact the DBH-OA mailbox to request this role assignment to a user account.*

**DBH Program Administrator (DBHPA):** For clients and staff in the RU for which the user is assigned, the **DBHPA** is able to:

- View user accounts
- View organizational details
- View client information
- View TCOM assessments
- Run all reports
- Export CSV files